

(3a) - APPROVAL FOR THE HIRE (OR EXTENSION) OF H-1B NONIMMIGRANT WORKER

Instructions: Complete this form and return it to OISS, IC 125

Name of Prospective Employee			
Position Offered		Salary Offered	
Department		Phone	

We certify that:

1. We have read the H-1B overview and have discussed the particulars of this case with staff in the Office of International Students & Scholars (OISS);
2. We understand the department's responsibilities as indicated in the H-1B overview;
3. The prospective employee is proficient in English;
4. The salary that will be paid to the prospective H-1B employee will be at least the actual wage being paid to all other individuals with similar experience and qualifications for the specific employment in question **OR** at least the prevailing wage level as determined by outside legal counsel, whichever is higher;
5. The vacation time, sick leave, and other benefits offered to this employee are equivalent to that offered to other workers in the same classification;
6. Employing this person will not adversely affect the working conditions of U.S. workers in the same classification;
7. There is no strike, lockout, or work stoppage due to a labor dispute in this occupation;
8. As required by U.S. Citizenship and Immigration Services, we agree to pay the reasonable cost of return transportation to the prospective employee's "last place of foreign residence" if s/he is dismissed before the end of the authorized period of H-1B employment.
9. We agree to notify OISS immediately of any changes in the employees' job duties, job title/classification, work location, work hours or salary.

Indicate source of funds for \$325.00 application fee:

- | | |
|---------------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> a. General Fund
Speed Type: _____ | <input type="checkbox"/> b. Other (please specify) _____
Speed Type: _____ |
|---------------------------------------------------------------|-------------------------------------------------------------------------------|

Indicate source of funds for \$500 anti-fraud fee:

- | | |
|---------------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> a. General Fund
Speed Type: _____ | <input type="checkbox"/> b. Other (please specify) _____
Speed Type: _____ |
|---------------------------------------------------------------|-------------------------------------------------------------------------------|

Indicate source of funds for \$500-750 legal fees:

- | | |
|---------------------------------------------------------------|-------------------------------------------------------------------------------|
| <input type="checkbox"/> a. General Fund
Speed Type: _____ | <input type="checkbox"/> b. Other (please specify) _____
Speed Type: _____ |
|---------------------------------------------------------------|-------------------------------------------------------------------------------|

If applicable, I have attached evidence that funds from the granting agency may be used for these fees.

Department Chair/Project Leader			
Signature		Date	

Approval is granted to pursue the hire or extension of the above named nonimmigrant worker.

_____	Date _____
Dean	_____
_____	Date _____
Director of Research (only if grant funds will be used)	_____
_____	Date _____
OISS Staff Review	_____

(3b) Addendum - Request for Premium Processing (Optional)

This page is to be completed only if the department wishes to request premium processing. The immigration service normally adjudicates H-1B petitions within three to four months. However, petitioners may request premium processing (see checklist for current fee) which guarantees adjudication within two weeks.

The following factors will be considered when granting approval:

1. To whom does the benefit flow? For example, expedited processing may be necessary to ensure that an international faculty member is eligible to be employed in time for the start of the semester. Or, a project investigator may have immediate need of a highly skilled research scholar so as to maintain research schedule/obligations set forth by the granting agency. The University should not pay the premium processing fee unless there is a clear need and benefit to the institution. For example if the beneficiary wishes expedited processing solely for personal reasons, the University should not pay.
2. Grant funds may be used in accordance with the rules and regulations of the granting agency.

In the space below, please identify the specific business related need to request premium processing. Discuss impact to instructional or research mission if the H-1B petition is not adjudicated within two weeks. Please be specific.

Indicate Source of Funds to be used for \$1,225.00 premium processing fee:

- a. General Fund
Speed Type: _____
- b. Other (please specify) _____
Speed Type: _____

If applicable, I have attached evidence that funds from the granting agency may be used for this fee.

Department Chair/Project Leader	
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Signature		Date	
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Approval is granted to request premium processing. _____ Date _____

Dean _____ Date _____

Vice President for Research (if grant funds will be used) _____ Date _____